

7 July 1980

OFFICE OF FINANCE NOTICE NO. 25-80

SUBJECT: Administrative Handling of MF Promotions

1. In addition to having administrative responsibility for all employees assigned to the component regardless of career designations, component management has a vital interest in the career development of all employees assigned. The awarding of promotions usually signifies recognition of an outstanding contribution by an employee to the mission and tasks of the component to which the employee is assigned. For these reasons, promotion awards for MF Careerists serving in components outside the Office of Finance will be presented to the employee in the manner deemed appropriate by that component.
2. The following procedure will be followed in promotion processing:
  - a. Upon acceptance by the Director of Finance of the recommendation for promotion by the MF Sub-career Panel, OF/CMO will obtain from PERSIGN the Form 1152 (Request for Personnel Action) and secure verbal concurrence from the Personnel Officer of the component to which the employee is assigned.
  - b. The completed Form 1152 will be sent to Office of Personnel Policy, Planning and Management for processing.
  - c. In accordance with established OP procedures, the Branch and employee copies of the Form 1150 (Notification of Personnel Action) and the Certificate of Promotion will be sent to the component of assignment for appropriate presentation.
3. All MF Careerists should be aware that adoption of the above procedures does not in any way indicate a lack of interest by the Director of Finance in taking part in the promotion presentations. With MF Careerists located in 58 components in seven different buildings in the headquarters area and with a twice-yearly promotion cycle for each grade level, it has become almost impossible for the Director of Finance to make timely distribution of these actions on an individual basis. We believe the above procedure will permit the management of the component to which the employee is assigned to take a greater part in recognition of a job well done.

  
Edward L. Sherman

ATINTL

OFFICE OF FINANCE NOTICE NO. 24-80

SUBJECT: Advances Against Claims For Personal Property Losses

REFERENCES: A.  
B.

STATINTL

1. Purpose

This Notice announces procedures and requirements for the advance-  
ment of funds incident to claims for lost, damaged, or destroyed  
personal property submitted for adjudication and settlement under

STATINTL

2. Policy

Advance of up to 80% of the estimated value of claims for personal  
property losses may be approved by the Chairman of the Headquarters  
Claims Review Board, (HCRB) in unusual cases involving substantial  
personal hardship.

3. Procedures and Responsibility

- a. Advancees will submit, together with their personal property  
loss claim, a request for advance of funds to the Chairman,  
HCRB via area B&F office. The request for advance will  
include the following:
- (1) The statement, "Claimant agrees to refund any or all of  
the advance payment as may be required to conform with  
the final settlement of the claim". A signature line will  
follow this statement and claimant must sign this agreement
  - (2) The method of payment desired; cash, check, or bank deposit.
  - (3) The advance amount desired, up to 80% of the total claim.  
NOTE: The amount block on the request for advance will be  
left blank since the actual amount to be advanced will be  
determined by the HCRB. However the advancee will indicate  
the amount desired on the covering route sheet.

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## b. Area B&amp;F Office will:

- (1) Assign an Obligation Reference Number (ORN) and establish an estimated obligation to be used in the processing of the claims and the advance of funds.
- (2) Certify funds are available and ensure that method of payment instructions are complete.
- (3) Forward claim and advance request to HCRB.

## c. Headquarters Claims Review Board will:

- (1) Review the claim and establish an amount that appears just and reasonable not to exceed 80% of the total claim amount.
- (2) Insert the amount payable and obtain other required signatures, and the approval of the Chairman, HCRB on the Request for Advance Form.
- (3) Attach a Form 238 to the voucher with the routing and remarks sections filled out as follows:

A. Remark: "Please affix the voucher number assigned to the attached request for advance. Voucher #. \_\_\_\_\_."

B. Address: for cash check or deposit:

- I. A&CD, 604 Key
- II. Monetary, 712 Key
- III. Accounts, 513 Key
- IV. Ch, HCRB, 2F31 [REDACTED]

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C. Address for cash only:

- I. Area B&F
- II. Any area Disbursing Office
- III. Data Base, 6E2911 Hqs. or 513 Key
- IV. Ch, HCRB, 2F31 [REDACTED]

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- d. Audit and Certification Division or Area B&F will:

Certify the Request for Advance in the amount approved by Chairman, HCRB.

- e. Monetary Division or Disbursing Office will:

Effect payment in the manner requested on the voucher.

- f. Accounts Division (DBMB) or Data Base Management will:

Number and process the voucher. List the voucher number on the Form 238 and return same to the HCRB.

4. Effective Date

This policy is effective immediately and requests for advance may be submitted for payment against claims not yet settled.

5. Regulatory Changes

Revisions of references, to include this advance policy, will be forthcoming.

6. Questions concerning these processing procedures should be directed to the Special Activities Branch, Audit and Certification Division, 604 Key Bldg. [REDACTED]

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[REDACTED] STATINTL

Edward L. Sherman  
Director of Finance

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